



DEPARTMENT OF ADMINISTRATION

Standard Procedure for Purchase or Rearrangement of Freestanding or Systems (Cubicle) Furniture

Req./Proj. No: _____

Institution/Agency: _____

Contact Person: _____

Date: _____

The following questionnaire is provided to advise purchasers of the procedure to follow when purchasing systems furniture (panels, bins, etc.) or freestanding furniture (chairs, etc.). These purchases are generally made with the help of the Indiana Department of Administration (IDOA) Facilities Management Division or Public Works Division. Any technical questions should be directed to Facilities Management Division if located in the Indiana Government Center or to the Public Works Division if located outside the Indiana Government Center. Purchasing questions may be directed to the IDOA Procurement Division.

YES NO

_____ Is the project expected to **exceed** \$25,000 in value and located within the Indiana Government Center campus? If yes, review must be made by IDOA Public Works and IDOA Facilities Management prior to any QPA Release being issued.

_____ Is the project expected to **be less than** \$25,000 in value and located within the Indiana Government Center campus? If yes, review must be made only by IDOA Facilities Management prior to any QPA Release being issued. You will also need to fill out a Facilities Management *Building Rearrangement Request Form*.

_____ Is the project expected to **exceed** \$25,000 in value and located outside the Indiana Government Center campus? If yes, review must be made only by IDOA Public Works prior to any QPA Release being issued.

_____ Is the project expected to **be less than** \$25,000 in value and located outside the Indiana Government Center campus and includes any *new* systems furniture components, or *rearrangement* of existing systems furniture components (cubicle panels, binder bins, pedestal tables, etc.)? If yes, review must be made only by IDOA Public Works prior to any QPA Release being issued.

Signed: _____
Facilities Management Division Date

Signed: _____
Public Works Division Date

If **ALL** of the above answers are **NO** (i.e., freestanding furniture *only*, and/or repairs *only*, and you are located *outside* of the Indiana Government Center campus, and the total project value is *less than* \$25,000) this project may be processed as a normal requisition, by issuing your QPA Release, and sending it directly to the IDOA Procurement Division.